



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING, SECOND FLOOR, SUITE 3
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M E M O R A N D U M

#99-6

TO: All Department and School Fiscal Officers
FROM: Clifford B. Edwards, Director
DATE: March 22, 1999
SUBJECT: **FY 1999 GAAP CLASSES**

All State agencies, including school districts, are required to complete a GAAP package reporting accrued assets and liabilities held outside the DFMS accounting system at June 30 of each fiscal year. This information is used in the preparation of state financial statements.

Fiscal 1999 saw the publication of the State's fourth Comprehensive Annual Financial Report (CAFR). Completion of this report requires a more extensive data retrieval process than in prior years.

Some major changes have been made in the information to be provided by state agencies and schools. Due to these changes, it is recommended that all personnel involved in the preparation and data entry of the GAAP package attend one of the classes listed on the following page. Classes are offered for new employees (those who have never worked on the GAAP project) and update classes for those experienced in GAAP package preparation.

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All classes will be held at the Conference Center of Delaware Technical and Community College, Terry Campus in Dover. If you need directions to the Terry Campus or have any questions, please call Becki Surguy in the FARS office at (302) 739-5010. Classes are offered in the morning or afternoon and the dates are as follows:

Update Classes for
Experienced Staff

May 6	8:30 a.m.	or	1:00 p.m.
May 12	"		"

Classes for New Staff - All day

May 5	9:00 a.m. to 4:00 p.m.
May 13	" "

Please complete and return or FAX (302-739-5455) the enclosed registration form to Becki Surguy, FARS Office by April 15, 1999.

CBE:bbg

Attachment

cc: J. Allen Metheny, Sr., Administrative Auditor

FY 1999 GAAP Classes Registration Form

Two different classes are being offered - refresher classes for those with experience preparing the GAAP package, and new staff classes for those who have either limited or no experience with the GAAP package reporting process. The refresher classes are half-day classes, while the new staff classes are all day - allowing time to provide individual instruction. Please fill in the appropriate class section below. Please return your registration early as **class size is limited**. Your registration will **NOT** be confirmed. You will be contacted only if the class you have selected is full and we need to reschedule you for another day.

REFRESHER CLASSES:

Complete the form below indicating which date and time you prefer to attend. AM classes begin at 8:30 am, afternoon classes begin at 1:00 pm. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number. You MUST write in AM or PM on the day of your choice.**

Agency Name	Agency #	Employee Name	Phone #	May 6	May 12

NEW STAFF CLASSES:

Complete the section below. Class will begin at 9:00 am and end at approximately 4:00pm with a one hour break for lunch. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number.**

Agency Name	Agency #	Employee Name	Phone #	May 5	May 13

When completed, return this form by April 15, 1999 to:

Becki Surguy, FMS Specialist
Financial Accounting and Reporting Section
Division of Accounting
Thomas Collins Bldg., Suite 3
Dover, DE 19901
State Mail Code - D570C FAX # 302-739-5455

All classes will be held at the Conference and Training Center of Terry Campus at Delaware Technical & Community College. If you need directions to Terry Campus or have any questions, please call the FARS Office at 739-5010.